



Rainbow Families Working With Children Checks Policy (NSW)

Introduction

Rainbow Families is committed to ensuring that children are protected in any of the activities or events that come under the Rainbow Families banner, particularly in relation to volunteers and staff who are working with kids.

What is a Working With Children Check?

A *Working With Children Check* (WWCC) is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

Cost: Free for volunteers. The applicant must choose 'Volunteer' otherwise they will have to pay a non-refundable \$80 application fee.

What gets checked? The Working With Children Check assesses an applicant's national criminal history. The records include:

- convictions (spent or unspent)
- charges (whether heard, unheard or dismissed)
- juvenile records.

Findings of misconduct by a reporting body and notifications made by the NSW Ombudsman are also considered

What does the process involve?

Applicants complete an online form at www.kidsguardian.nsw.gov.au/check. Once they have submitted the form, they will receive an application number.

Applicants take their application number and proof of their identity to a NSW Motor Registry, Government Access Centre, or Service NSW office. Find a location at www.service.nsw.gov.au/service-centre. Proof of identity for the Working With Children Check is the same as for a NSW photo driver licence.

The Office of the Children's Guardian will then email the applicant a 'WWCC' clearance number. The person then provides the Rainbow Families Volunteer coordinator with their WWCC number and shows proof of their identity. The Rainbow Families Volunteer coordinator then verifies the person's WWCC Clearance or App number online via the Office of the Children's Guardian's website (www.kidsguardian.nsw.gov.au).

The proof of identity check and the online WWCC or APP verification for the Volunteer Coordinator will be completed by the Treasurer.

WWCC clearances are valid for 5 years. Rainbow Families will ensure that all staff and volunteer WWCCs are renewed and re-verified online prior to their expiry.



Relevant Legislation

- *Child Protection (Working With Children) Act 2012;*
- *Child Protection (Working With Children) Regulations 2013;*
- *Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013*

Child-related work

In NSW it is a requirement for anyone who works or volunteers in child-related work to have a Working with Children Check. This includes volunteers in community groups and associations.

Under Part 2, section 6 of the [Child Protection \(Working With Children\) Act 2012](#), child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector. Additional roles can be found in the [Child Protection \(Working With Children\) Regulation 2013](#).

There are a number of **exemptions** to this rule, including:

- Volunteering by **parents* or close relatives** with a team, program or other activity in which the child usually participates or is a team member
- **Very short term work**, for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present
- Interstate visitors can work or volunteer at a one-off event such as a jamboree, sporting or religious event or tour, for up to 30 days a year without a NSW Working With Children Check.

Despite these exemptions, the Rainbow Families Executive has resolved that to maintain the highest level of protection for children, anyone who volunteers with Rainbow Families in a capacity where they would come into contact with children must have a current Working with Children Check, verified by Rainbow Families.

This policy will be phased in by 28 October 2017.

Nominated contact people

Two nominated contact people who will be contacted by the Office of the Children's Guardian if a worker becomes barred.

- Rainbow Families Treasurer
- Rainbow Families Volunteer Coordinator



Record keeping

Rainbow Families is required to keep records of child-related workers including their:

- Full name
- Date of birth
- Working With Children Check number (or application number) and expiry date
- Date and outcome of online verification These records may be electronic or in hard copy format, but must be made available if required for audit and monitoring purposes.

These records will be held by the Rainbow Families Treasurer.

Barred Workers

Barred workers will not be allowed to volunteer at any Rainbow Family events or hold any paid or unpaid positions within Rainbow Families, including membership of the Board.

Communication of the policy

This policy will be available on the Rainbow Families website.

Current volunteers will be given until 28 October 2017 to obtain a WWCC.

Any future volunteers and staff will be advised of the need to obtain a WWCC before being involved in any activities involving children.

Review Date

This policy will be reviewed after 12 months.